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Security



CONFINEMENT FACILITY OPERATIONS

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This instruction implements Air Force Policy Directive (AFPD) 31-2, *Law Enforcement*, Department of Defense (DOD) Directive 1325.4, *Confinement of Military Prisoners and Administrative of Military Correction Programs and Facilities*, DOD Instruction 1325.7, *Administrative of Military Correctional Facilities and Clemency and Parole Authority* and Air Force Instruction (AFI) 31-205, *The Air Force Corrections System*. This instruction establishes responsibilities and procedures for the operation of the installation confinement facility at Grand Forks Air Force Base (GFAFB), North Dakota. This instruction is applicable to all squadrons/ units assigned or attached to GFAFB.

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Chapter 1

PROGRAM PURPOSE, GUIDELINES AND RESPONSIBILITIES

1.1. Program Purpose. The Grand Forks Air Force Base Confinement Facility (CF) provides quality confinement and rehabilitation services for pre-trial and post-trial inmates serving a court-martial sentence. The 319th Security Forces Squadron (SFS) Confinement Staff ensures a secure, humane, and productive environment for inmates and staff. The facility maintains a high level of discipline and provides for the education, training, rehabilitation and welfare of confinees. Those not retained for further military service have the opportunity to return to society as a responsible and productive citizen.

1.2. Program Guidelines. The confinement facility is based on a corrective rather than punitive basis, as outlined in AFI 31-205, *The Air Force Corrections System*. It requires positive programs to preserve and strengthen an inmate's dignity. Inmates receive sentences to confinement as punishment not for punishment.

1.3. Program Responsibilities. The 319th Security Forces Squadron Commander (319 SFS/CC) ensures the confinement program is operated in accordance with (IAW) established Department of Defense and Air Force Instructions. The 319 SFS/CC appoints in writing a Confinement Officer and Noncommissioned Officer (NCO) to manage the program. The Confinement NCO is responsible for the day-to-day operations of the facility.

1.3.1. Grand Forks Air Force Base CF is designated a Level 1 Facility. Level 1 facilities may house pre-trial detainees or post trial inmates (less than 1 year) and those awaiting transfer to Regional Correctional Facilities.

1.3.2. Treatment programs will be offered consistent with security requirements and available resources. The confinement staff utilizes treatment programs offered throughout the installation such as: Life Skills, 319th Medical Group (MDG) Clinic, 319th Services Squadron (SVS), Family Support Center, Education Center, etc.

Chapter 2

ORGANIZATION, STAFFING, AND CORRECTIONS STAFF TRAINING

2.1. Organization. The 319th SFS/CC assigns, in writing, a commissioned officer as the Confinement Officer and a NCO as the Confinement NCO Incharge (NCOIC). This position may be an additional duty. The Confinement NCOIC is operationally responsible to the confinement officer.

2.2. Staffing. The 319th SFS/CC determines staffing for their Level 1 facility. MAJCOMs establish staffing requirements for Level 1 Facilities assigned to their command. Staffing requirements will be reviewed at least semiannually and adjusted as required.

2.2.1. Staff members must be E-4 or above and have a 5 skill level.

2.2.2. Personnel other than security forces (SF) members may be used to supervise or escort inmates. The Confinement NCOIC will maintain a record of training on all non-security forces supervisors who are trained to supervise inmates.

2.2.2.1. Persons with an Unfavorable Information File, civilian felony conviction, court-martial conviction, non-judicial punishment, criminal history or history of substance abuse will not be tasked to supervise inmates. Additionally, personnel currently under investigation for any of the above mentioned offenses will not supervise inmates.

2.2.2.2. Personnel enrolled in the Victim/Witness Assistance Program (VWAP) will not supervise inmates.

2.3. Training. Confinement Officers will establish an in-house training program designed to ensure all personnel assigned corrections duties are fully trained in custody, control, management and correctional treatment of inmates.

2.3.1. Training records will be maintained on all staff members. Confinement staff should complete or be scheduled to attend a service corrections course (or civilian equivalent) immediately upon duty assignment.

2.3.2. Corrections training programs will be established IAW AFI 31-205.

Chapter 3

PARENT UNIT RESPONSIBILITIES

3.1. Parent Units. The inmate's parent unit is responsible for its confined personnel, regardless of location, until the member is formally gained into the Air Force Corrections System (AFCS). This responsibility includes, but is not limited to: providing escorts, assisting confined members' families, visiting confined members at least monthly, making telephonic contact when geographically separated and obtaining transfer orders.

3.2. Administration. Inmates assigned to the Grand Forks Air Force Base CF are still assigned to their respective parent unit. Parent units are responsible for completing the following administrative actions:

3.2.1. The parent unit commander is responsible for updating the personnel data system of changes in duty status until the inmate is transferred to Headquarters Air Force Security Forces Center, Security Forces Confinement (HQ AFSFC/SFC).

3.2.2. The parent unit completes an AF Form 2098, **Duty Status Change**, to update the inmate's duty status code and processes the form through the local Military Personnel Flight (MPF) and Financial Services Office (FSO).

3.2.3. The parent unit is responsible for submitting the proper documentation to FSO to place member on excess leave. Timely coordination with the confinement facility, unit commander and the FSO ensures prompt release from confinement and the member will no longer be entitled to receive pay and allowances.

3.2.4. Upon the inmate's confinement, parent unit will provide confinement staff documents relating to security clearance suspension or withdrawal for inclusion in the Corrections Treatment File (CTF).

3.3. In-processing/Out-processing. The parent unit's first sergeant or designated representative (E-7 or above) will be present during inprocessing and outprocessing of inmates.

3.3.1. In-processing. The parent unit's first sergeant or designated representative will meet the confinement staff at Building 307 with all the inmates required items prior to the confinement staff assuming custody of the inmate.

3.3.1.1. The parent unit will conduct a **HANDS-ON** check of all items required for confinement prior to the court-martial date. Do not rely solely on the individual to have everything in order; this is an extremely stressful time and packing is usually the last thing on his/her mind.

3.3.1.2. The unit's first sergeant or designated representative will be present during the item inventory portion of inprocessing. The unit will be responsible for providing or replacing missing or unserviceable items. The required items list will be forwarded by the confinement NCO to the unit's first sergeants prior to the court-martial date.

3.3.1.3. The inmate and parent unit are responsible for disposing of unauthorized personal property.

3.3.1.4. The following items will not be accepted into the confinement facility: credit cards, drivers license, keys and key rings, trinkets and lucky charms, check books, line badges and any other items identified as contraband by the confinement staff.

3.3.2. Outprocessing. The parent unit's first sergeant or designated representative is required to be present at all inmate pre-release or pre-transfer meetings. Confinement staff will release inmates to parent unit commander, first sergeant or designated representative only.

3.4. Health and Comfort Items. Inmates are required to enter confinement with a 30-day supply of health and comfort items. Inmates in pay status will purchase health and comfort items with the Prisoner Deposit Fund (PDF). Inmates in non-pay status will be issued health and comfort items at limits established by the facility.

3.4.1. Health and comfort items for inmates in non-pay status are issued by parent units and may be procured using the parent unit's O&M funds.

3.4.2. The confinement facility maintains a small amount of health and comfort items. These are used for emergency issue only.

3.5. Inmate Escorts. The inmate's parent unit commander provides escort and guard personnel when required, consistent with custody grade and security requirements.

3.5.1. Confinement staff provides initial escort for inprocessing appointments. The confinement staff will also escort inmates to all medical and life skills appointments.

3.5.2. The parent unit will identify two NCO's to provide escort duty for each inmate they have confined to the Confinement NCO within the first 2 days of confinement. The Confinement NCO will schedule and conduct training on escort procedures prior to anyone assuming escort duties. The Confinement NCO will maintain a roster of all trained personnel. **NOTE:** Units may use previously trained personnel for these duties.

3.5.3. Inmates are afforded access to most military services provided to non-inmates (i.e. Library, Military Personnel Flight, Family Support, Religious Service, Fitness Center, Transition Assistance Briefings etc.). Parent units are responsible for providing escorts for these types of appointments. **NOTE:** Inmates are forbidden to have access to banking, Army Air Forces Exchange Service (AAFES) and Outdoor recreation facilities and any personal property outside the facility. Escorts must contact the confinement staff for guidance if the use of a service is in question.

3.6. Parent Unit Visitation. Parent unit commanders or their appointees in the grade of E-7 or above may visit inmates at anytime except during lights-out periods.

3.6.1. Maximum custody inmate visits will take place in a secure area within the confinement facility. Visits with medium-in, medium-out, minimum and community custody inmates may take place outside the facility, but only under supervision.

3.6.2. The visitor will be required to assume custody of the inmate via DD Form 2708, *Receipt of Inmate or Detained Person*, if the visit is to exceed 15 minutes.

3.7. Religious Services. Inmates are afforded reasonable access to a chaplain and religious services. Chaplains may make periodic visits to the confinement facility. Parent units must provide escorts for church services. Inmates complete a DD Form 510, **Request for Interview**, that must be submitted by each Thursday prior to the scheduled service.

3.7.1. Inmates will not be released until 15 minutes prior to the service.

3.7.2. Inmates will only attend services **on-base**.

3.7.3. Inmate and escort will sit in the last pew. The inmate will be returned to the facility immediately after the service is concluded. Inmates will not socialize with the public, friends or family members.

3.8. Physical Conditioning. Physical Conditioning is conducted on Monday, Wednesday and Friday, from 0945 to 1115. Conditioning should include stretching, cardiovascular and cool down activities (i.e., stretching, running, treadmill, stationary bicycle and stretching exercises as cool down). The standard basic military training physical training criteria meet this requirement.

3.8.1. Parent units are responsible for providing an escort. The escort **must** maintain control of the inmate at all times. **At no time** will the inmate be left unattended or escort duties delegated to other personnel. Inmates **will not** participate in group exercises, (i.e. group sports with non-inmates).

3.8.2. Only trained parent unit escorts will be used for this detail. When trained escorts are not available, the parent unit's first sergeant will identify another person to be trained for escort duty. This must be coordinated at least three days prior to scheduled fitness needs.

3.9. Hospitalized Inmates. Inmates are provided the same hospital services as any military member. Security for hospitalized inmates will be conducted as follows:

3.9.1. Maximum Custody Inmates will be guarded by two personnel: one armed security forces member and one parent unit member. Guards will constantly monitor the inmate.

3.9.2. Medium and Minimum Custody Inmates will be constantly monitored by parent unit members. The guard will be issued a SFs radio in case of attempted escape of the inmate.

3.9.3. Inmates will not leave their room unless authorized and will be accompanied by their escort(s).

3.10. Recommended Assistance. Many inmates enter the confinement system with little or no planning for the future. Supervisors and first sergeants should cover these recommended areas prior to the court-martial dates. This greatly reduces stress incurred by inmates during their initial confinement time.

3.10.1. Arrangements should be made to meet financial obligations. Powers of Attorney for spouse or family members aid in this process.

3.10.2. Inmates are not allowed access to personal bank accounts and the confinement facility does not accept personal checks for PDF deposits.

3.10.3. Ensure family members know visitation times and procedures, inmate gift procedures and inmate mailing address (found in the *Inmate Visitor Pamphlet*).

Chapter 4

INMATE ESCORT PROCEDURES

4.1. Local Area Escorts. The Confinement Officer ensures compliance with prescribed security requirements based on the custody grade and classification of the inmate.

4.1.1. Escorts may be used as a vehicle driver while escorting on the installation only and if the inmate(s) meet the required custody grade.

4.1.2. When conducting an escort off the installation the escort will not be used as the vehicle driver.

4.1.3. Inmates will be released to their escort via DD Form 2708 to non-security forces personnel. Escorts will read and sign the escort responsibilities rules located on the DD Form 2708.

4.1.4. Government Motor Vehicles (GMVs) will be used to transport inmates. Private Motor Vehicles (PMVs) will only be used as a last resort.

4.1.4.1. Escorts and drivers will ensure the vehicle has been searched for contraband and weapons prior to and after each transport of inmates.

4.1.4.2. Never place an inmate behind the driver of the vehicle. If the driver is also the escort, the inmate will sit in the front passenger seat.

4.1.4.3. Escorts will ensure the inmates do not have access to unauthorized items, weapons or the escort's personal property. Inmates will not be transported on motorcycles, mopeds or bicycles.

4.2. Custody Grades. Custody grades are determined by the confinement staff for safety and security reasons. There are three types of custody grades used at the Grand Forks Confinement Facility: Maximum, Medium-In, and Medium-Out.

4.2.1. Custody Grade Escort Ratios. Inmates are assigned custody grades while assigned to the facility. The following guideline will be adhered to when escorting:

4.2.1.1. When mixing custody grades for escort, the most restrictive escort procedures will be used according to classification.

4.2.1.2. Escort maximum custody inmates with two personnel. One will be an armed security forces member. Use approved restraining devices, i.e. handcuffs, belly chain (strap) and leg irons.

4.2.1.3. Personnel from the parent unit escort medium-in custody inmates using a ratio of one escort per inmate. The ratio is one per two inmates, when escorted by SF members. When inmates require restraint during movement, escorts must be trained on the use of restraint devices.

4.2.1.4. Personnel from the parent unit escort medium-out custody inmates using a ratio of one escort per two inmates. The ratio is one per four inmates, when escorted by SF members.

4.2.2. Parent units assign only officers and NCOs, equal to or higher in rank to the inmate, as escorts. This is not applicable to SF personnel responsible for local area inmate security or control. SF and parent units must be careful not to assign escort duty to any person who may sympathize with the inmate (i.e., a peer who previously worked with the inmate).

4.2.3. The confinement staff briefs escorts on inmate security requirements prior to departing the CF. The greatest opportunity for an escape attempt exists while an inmate is away from the CF.

4.2.3.1. Because of escape opportunities during an escort situation, escorts must receive training by the confinement staff. An assigned trainer should emphasize escort responsibilities to include:

4.2.3.1.1. Safety and welfare of the inmate and the public.

4.2.3.1.2. Requirements related to inmate custody grades and any special instructions such as controlling and administering prescribed medication.

4.2.3.1.3. Detailed instructions for unplanned or emergency situations such as unexpected delays, escape or attempted escape, and medical emergencies.

4.2.3.1.4. How and when to use restraining devices.

4.3. Transfers. SF members are responsible for escort duties during transfers.

4.3.1. The parent unit is required to provide funding and arrange transportation for the escort and the inmate.

4.3.2. The Confinement NCO will coordinate all transfer processes and escort arrangements with the parent unit.

4.3.3. The Confinement NCO will contact the appropriate airlines and coordinate all security requirements.

4.3.4. The Confinement NCO will complete the transfer process IAW AFI 31-205 and gaining facility requirements. Transfers to local area facilities will be approved by the 319th Air Refueling Wing Commander (319 ARW/CC) through coordination with the 319 SFS/CC.

Chapter 5

IN/OUT PROCESSING AND PROCEDURES

5.1. Inprocessing. The Confinement Officer ensures all confinement staff members are proficient in processing new inmates, and are conducted IAW AFI 31-205, *Air Force Corrections System*.

5.1.1. The Confinement NCO and one additional security force member will proceed to Building 307 to assume custody of inmates upon notification from 319th Base Legal Office of a court-martial conviction resulting in confinement. Custody of the inmate will be assumed via DD Form 2707, **Confinement Order**.

5.1.1.1. The Confinement NCO will ensure he/she has received the DD Form 1359, **Report or Result of Trial** and DD Form 2704, **Victim/Witness Certification and Election Concerning Inmate Status**, prior to assuming custody. Additionally, he/she will ensure the parent unit's representative is present with the inmate's required items for confinement.

5.1.1.2. After assuming custody, the inmate will not have contact, verbally or physically, with other personnel except for official business. The inmate will be moved to an isolated area (west stairwell) to be searched prior to transport. The parent unit's representative will be instructed to proceed to Building 103 for further inprocessing procedures.

5.1.1.3. An inventory of the inmate's required items will be conducted upon arrival at the CF. Any items the inmate is not allowed to bring into the facility will be given to the parent unit's representative for disposal/storage. Any missing or unserviceable items will be acquired or replaced by the parent unit upon completion of the inventory.

5.1.1.4. The Confinement NCO will utilize the inprocessing checklists to ensure all required actions are completed.

5.1.2. Upon completion of in-processing, the inmate will be placed into administrative segregation. The inmate will remain there for up to 72 hours for observation.

5.1.2.1. Inmates failing to adjust to confinement, prove to be a security concern, or are a suicide risk may remain past the 72 hour period. The confinement staff will follow guidance outlined in AFI 31-205, *Air Force Corrections System*, for these situations.

5.1.2.2. Inmates in segregation will not receive visits (except from their attorney, chaplain, commander or designated representative (E-7 or above)). Additionally, inmates in segregation will not receive phone calls (except emergency calls from the Red Cross) or mail. Exceptions must be approved by the Confinement Officer or Confinement NCO.

5.2. Out-processing. Inmate release is a two-step process. It begins with a pre-release conference and ends with an actual release.

5.2.1. Prior to the pre-release conference, parent units should acquire professional assistance for the inmate through the Transition Assistance Program.

5.2.1.1. The Confinement NCO, in the presence of the inmate's squadron commander or designated representative, conducts a pre-release conference with the inmate three calendar days before release.

5.2.1.2. The conference should cover the process of release from confinement, benefits, duties, and military separation proceeding (if applicable).

5.2.2. The 319th SFS/CC coordinates the release of inmates with the installation commander and the unit commander when inmates complete their sentences of confinement, or are approved by the United States Air Force Clemency and Parole Board for release on parole. **NOTE:** If release falls upon a holiday or a weekend, inmates may be released on the preceding duty day, per Air Force Joint Instruction, 31-215, *Military Sentences to Confinement*, paragraph 4(g).

5.3. Transfers. The same procedures are used for outprocessing from the CF during a transfer.

5.3.1. Prior to transfer, the confinement staff conducts a pre-transfer conference with the inmate. The inmate, his/her commander or appointed representative, and Confinement Officer or Confinement NCO, attend the conference to explain the purpose of the transfer and resolve the disposition of property and funds. The Confinement Officer or Confinement NCO:

5.3.1.1. Schedules the conference just prior to transfer. Ensures adequate time is provided for the inmate to accomplish any personal actions prior to transfer. The inmate will not be notified of the exact date and time for transfer.

5.3.1.2. Advises the inmate of dependent travel and shipping entitlements:

5.3.1.2.1. There is no entitlement for single and divorced members without dependents to ship or store household goods and personal property at government expense.

5.3.1.2.2. Inmates with authorized dependents transferring within Continental United States (CONUS) may ship household goods according to Joint Federal Travel Regulation (JFTR) Volume 1, paragraph U5370.

Chapter 6

VICTIM WITNESS ASSISTANCE PROGRAM (VWAP)

6.1. Responsibilities. 319th Air Refueling Wing, Judge Advocate (319th ARW/JA) contacts each victim or witness and determines his or her desire to participate in the victim or witness notification program. The Confinement Officer establishes procedures to protect the rights of victims and witnesses who elect to participate in the notification process IAW AFI 51-201, *Administration of Military Justice*; Public Law 97-291, *The Victim and Witness Protection Act* of 1982, October 12, 1982 (18 U.S.C. §§ 1512 et seq., 3579 et seq.); Public Law 101-647, *The Crime Control Act* of 1990, November 29, 1990 (42 U.S.C. §§ 5779, 5780 and generally amended Title 18); DODI 1030.1, *Victim and Witness Assistance*; DODI 1030.2, *Victim and Witness Assistance Procedures*, and this instruction. HQ AFSFC is designated as the service Central Repository.

6.1.1. The 319 SFS/CC appoints, in writing, the Confinement NCO as the VWAP Coordinator/ Monitor.

6.1.2. The VWAP Monitor for the CF must understand the importance of this program and be sensitive to the needs of victims or witnesses.

6.2. Administering VWAP. The Confinement NCO is responsible for administering the program IAW AFI 31-205 and instructions identified in above paragraph 6.1. All victims and witnesses will be treated with sensitivity and compassion.

6.2.1. The Confinement NCO will ensure inmates do not have access to VWAP documents. Documents will be stored in appropriate containers and access will be limited to the Confinement Officer and Confinement NCO. VWAP information is exempt from Privacy Act requirements.

6.2.2. The VWAP monitor will treat victim and witness information with strict confidentiality. The identity of a crime victim or witness shall not be disclosed to the inmate or any unauthorized third party, as determined by the VWAP monitor. These procedures apply to inmates of all military services confined at USAF confinement facilities.

Chapter 7

RETURN TO DUTY PROGRAM

7.1. The Air Force Return to Duty Program (RTDP). The Air Force maintains a service unique RTDP (reference 10 USC § 953) at Detachment 3, HQ AFSFC, Naval Consolidated Brig (NAVCONBRIG), Charleston, SC. The program offers selected court-martialed enlisted personnel with exceptional potential the opportunity to be returned to active duty and have their punitive discharge if adjudged, remitted.

7.1.1. Program participants, referred to as candidates, live in housing free of physical security and control measures as much as possible. There is no social segregation by gender.

7.1.2. Selected inmates are provided with therapy and education programs individually designed to improve their conduct, attitude and productivity for continued Air Force service.

7.2. Confinement staff will be familiar with this program IAW AFI 31-205. During inprocessing, confinement staff will brief newly assigned inmates on the program, eligibility, enrollment and transfer processes.

Chapter 8

FACILITY OPERATIONS

8.1. General. The confinement program is administered by a Confinement Officer and NCO. The Confinement NCO performs all administrative functions.

8.1.1. Flight sergeants and controllers perform custodial functions after normal duty hours.

8.1.2. The CF has been designated as a tobacco free facility. At no time (to include when signed out on details) will inmates use or have in their possession any type of tobacco products.

8.2. Quarters Classification. The CF can house a maximum of six inmates. The Confinement Officer or NCO will determine when inmates will be kept in the CF, Grand Forks County Correctional Center (GFCCLC), or other local confinement facility, pending transfer to another military facility. The following provisions apply:

8.2.1. Pre-trial inmates are separated from post-trial inmates but can share common areas (i.e., day-room, bathroom, shower, etc.).

8.2.2. Officer/warrant officer inmates are separated from enlisted inmates but can share common areas.

8.2.3. Inmates in segregation are separated from all other inmates.

8.2.4. Maximum custody inmates are separated from those in other custody grades.

8.2.5. Male and female inmates will not be housed in the Grand Forks Air Force Base CF at the same time.

8.2.6. Opposite gender supervisors must announce themselves (i.e., "female entering") when entering the CF while male inmates are confined. Inmates will respond IAW para **3.4.1.** of the local inmate rule book.

8.3. Inmate Uniforms. IAW AFI 31-205, the 319 SFS/CC has authorized the use of distinctive uniforms for inmates confined in the 319th SFS CF.

8.3.1. Pre-trial inmates will wear teal issued jump suits without grade insignias, badges or devices. When directed by the Confinement NCO, pre-trial inmates who wear Battle Dress Uniforms will wear all insignias, badges, rank and devices authorized. Pre-trial inmates will wear service dress uniforms with grade insignia, authorized badges and devices for specific events, boards and hearing.

8.3.2. Post-trial inmates will wear orange issued jump suits without grade insignia, badges or devices. **EXCEPTION:** Inmates may wear grade insignia, authorized badges and devices for specific events, boards, hearings, etc., on service dress uniforms only.

8.3.3. All inmates will receive a complete search during inprocessing. Two SF personnel must be present and will place visual emphasis on body openings.

8.4. Contraband Control. Contraband is anything an inmate is not allowed to possess and is defined in the confinement rule book. The following provisions apply:

8.4.1. Inmates will be searched when departing and returning to the CF, prior to being placed in their cell. SF escorts will isolate the inmate and call the Confinement Officer or NCO if they believe an inmate has contraband.

8.4.2. The Confinement NCO, Military Working Dog (MWD) Team or flight sergeant will conduct CF searches at least once a month at irregular intervals. Frequency of checks will depend on any contraband being found during searches. All searches and/or inspections will be annotated in the SFs blotter. **NOTE:** The confinement NCO will establish the dates and times for conducting these checks.

8.4.3. Escorts will strictly control tools, eating utensils, etc.; inmates will be isolated and undergo a complete search if these items are missing.

8.4.4. Only female military members, medical officers or female civil law enforcement officers can search female inmates. Male military members, medical officers or male civil law enforcement officers will only search male inmates.

8.5. Inmate Meals. Meal times are published in the inmate daily duty schedule and are subject to change due to operational constraints.

8.5.1. The Confinement NCO will normally be responsible for escorting inmates during meal times. Coordination will be made with the flight sergeant or controller to ensure the inmates receive their meal, if the Confinement NCO is unable to escort inmates during mealtime.

NOTE: All inmates will receive at least two hot meals daily.

8.5.2. All inmates will eat at the Airey Dining Facility. **EXCEPTIONS:** Maximum custody segregated and medically excused inmates. Maximum custody and segregated inmates eat all meals within their cells. At least two meals will be hot. Inmates who refuse to eat must complete a meal declination statement and SF will complete a blotter entry reflecting the inmate's declination to eat.

8.5.3. Inmates will be searched prior to leaving the CF. Inmates will proceed through the serving line and select what they want to eat and drink.

8.5.3.1. Escorts will closely observe all actions of the inmates during this process. Escorts **will not** dine during inmate mealtime.

8.5.3.2. Inmates will remain at the register until the escort gives permission to proceed to the table. Inmates will remain standing until allowed to sit.

8.5.3.3. Inmates will not leave the table once seated and will never be left unattended.

8.5.3.4. Inmates may talk amongst themselves during meal time, but conversation must be kept to a low volume.

8.5.3.5. Inmates will have 20 minutes from the time they reach the table to consume their meals.

8.5.3.6. Inmates may use knives, forks and spoons and will leave at the discretion of the escort.

8.5.3.7. Inmates will be transported directly back to the facility upon completing their meal and a search will be conducted for contraband. **NOTE:** Inmates will not carry food outside the facility at any time.

8.5.3.8. Non-SF personnel escorting inmates to the dining facility will adhere to the procedures outlined in paragraph 8.5.3. thru paragraph 8.5.3.6. **NOTE:** If inmates choose not to eat, the

escorts will return to Security Forces Control Center (SFCC) and complete a meal declination form.

8.5.4. The following procedures will be adhered to in regards to hot box meals:

8.5.4.1. SF personnel should ascertain from the inmate(s) what type of hot meal(s) they would like. SF member will proceed to the Airey Dining Facility and pick up the desired meal(s). Meal(s) will be transported directly back to the CF. If at any time the meal is over 20 minutes old, the patrol will proceed back to the dining facility to receive a fresh meal.

8.5.4.2. Personnel assigned to pick up meals **will not** be used for any other duties or dispatches.

8.5.4.3. Personnel conducting escort duty will not be used to transport inmate meals back to the CF.

8.6. Inmate Recreation. Recreational activities are an important part of the rehabilitation process and help relieve stress brought on by living in confinement. Facilities that do not have their own recreation yards must coordinate with the services commander for use of installation fitness centers

8.6.1. Physical conditioning. Confinement officers ensure inmates receive at least one hour of physical training, three times a week.

8.6.1.1. The parent unit will provide escorts for physical conditioning. Only trained escorts will be used for this detail. The escort **must** maintain control of the inmate at all times. At no time will the inmate be left unattended or will escort duties be delegated to other personnel.

8.6.1.2. Physical conditioning times are Monday, Wednesday, and Friday from 0945 to 1115 hours.

8.6.1.3. Conditioning should include stretching, cardiovascular and cool down activities (i.e., stretching, running, treadmill, stationary bicycle and stretching exercises as cool down). The standard Basic Military Training physical training criterion meets these requirements.

8.6.1.4. Inmates **will not** participate in group exercises (i.e. group sports with non-inmates).

8.6.2. Recreation. Inmates are provided with recreational activities such as library, table games, television and radio. Inmates can watch television, play games, exercise, listen to the radio, write letters, etc., during authorized free time unless otherwise specified by the Confinement Officer or NCO. Inmates will adhere to establish free time hours IAW Security Force Pamphlet (SFP) 31-225, *Security Forces Confinement Rule Book*.

8.7. Inmate Medical Services. Inmates receive the same medical and dental services as active duty personnel. Inmates will advise the controller if they require medical attention. The Confinement Officer or NCO may request special medical examinations when warranted for safety and security concerns.

8.7.1. Administration. Inmates receive a physical examination by medical personnel within 24 hours after entry into confinement or the next duty day for processing on weekends or holidays.

8.7.1.1. Normally the inmate's Primary Care Manager (PCM) will conduct the physical. If the inmate's PCM is not available, any physician can complete the physical.

8.7.1.2. This examination, at a minimum, includes a physical examination and a review of medical records, to include those at the Life Skills Support Center and Family Advocacy Program. The

medical officer tests for communicable diseases, to include HIV and Hepatitis B. The medical officer also conducts an inspection of all body cavities to prevent the introduction of contraband into the facility. Confinement staff will not document all results except HIV results in the CTF. **NOTE:** The medical staff documents HIV test results in the inmate's medical records.

8.7.1.3. Female inmates will also be administered a pregnancy test, with results annotated in the medical record.

8.7.1.4. Inmates will be taken to a credentialed provider within the Behavioral Health Services Flight for an interview. The designated provider will screen the inmate's medical records for consultation entries with the Alcohol & Drug Abuse Prevention & Treatment Program (ADAPT), Family Advocacy Program or Life Skills Support Center to determine if the inmate requires follow-up mental health support (i.e. for alcohol abuse), is a danger to self or others, or is likely to have difficulty adjusting to confinement.

8.7.1.5. When temporarily transferred to another facility, transfer the inmate's medical record with the inmate's escort. When inmates return to their base of assignment, their medical records are to be returned with them. **NOTE:** The inmates' records will be signed-out by the Confinement NCO for transfer to another facility.

8.7.1.6. Medical staff members evaluate each inmate as soon as possible within 24 hours of entering administrative or disciplinary segregation.

8.7.1.6.1. Thereafter, medical personnel shall visit at least once every 72 hours to evaluate inmate's health and the sanitary conditions.

8.7.1.6.2. Segregated inmates under suicide watch (to protect them against self harm) will be evaluated by a medical officer who will determine if continued segregation is appropriate. This will be accomplished as soon as possible, and within 24 hours of segregation initiation. Additionally, a medical authority will review the appropriateness of continued suicide watch (as a minimum) every 24 hours after the initiation of the segregation to evaluate inmate's health and sanitary conditions.

8.7.1.6.3. These checks will be conducted by the 319th MDG, Independent Duty Medical Technician.

8.7.1.6.4. The facility commander shall be notified of any unhealthy, unsafe or unsanitary condition for immediate corrective action. Confinement staff records the evaluations and cell checks on a DD Form 509, **Inspection Record of Prisoner in Segregation**.

8.7.1.6.5. Temporarily house inmates within the area used for administrative segregation, if their emotional state, adjustment to confinement or mental/physical characteristics warrant such action. Normally, special quarters will be determined based upon the recommendations of professional medical support and treatment staff. A credentialed provider from the Behavioral Health Services Flight must interview the inmate at least every 30 days, when placed in special quarters for mental health reasons.

8.7.2. Control of Medical Supplies and Medication. The Confinement Officer establishes local procedures for secure storage, issue, accountability and destruction of inmate medications.

8.7.2.1. The confinement staff strictly controls medical supplies and medication, documents all medication issues and dispositions, and files completed records in the CTF.

8.7.2.2. A letter signed by the 319 SFS/CC delegating the Confinement NCO authority to pick-up inmate medication from the 319th MDG, Pharmacy will be maintained at the pharmacy.

8.7.2.3. Inmate medication is stored in the SFCC and inventoried by controllers during each shift change. At least two people will witness inventories. Results will be recorded in the blotter and the following provisions apply:

8.7.2.3.1. The controller, flight sergeant or confinement staff will ensure correct amounts of medication are administered at correct times and will record the information on the inmate medication log. The inmate will sign the medication log upon taking medication. The person administering the medication will print his/her name and sign the log. The person issuing the medication will inspect the inmate's mouth (when taken orally) to ensure the medication has been swallowed. Medication will be dispensed according to the time tables listed below:

8.7.2.3.1.1. Medication prescribed for "every 12 hours" will be given after breakfast and dinner.

8.7.2.3.1.2. Medication prescribed for "3 times daily" will be given after every meal.

8.7.2.3.1.3. Medication prescribed for "4 times daily" will be given after every meal and at lights out.

8.7.2.3.1.4. Other medication will be dispensed IAW directions on the prescription label.

8.7.2.3.1.5. The Confinement NCO will monitor all medication, destroy excess as directed on prescription labels and annotate destruction via the SF blotter.

8.7.2.3.1.6. Completed inmate medication logs will be given to the Confinement NCO.

8.7.3. Out-Patient Services. All inmate out-patient treatment will be provided by the 319th MDG Clinic. **NOTE:** Referral out-patient treatment to civilian medical providers will be coordinated with the Confinement Officer or NCO.

8.7.3.1. Escorts for medical and dental appointments will be provided by the confinement staff.

8.7.3.2. If medical treatment is referred to an off base civilian provider, the parent unit will provide an additional person for escort duty.

8.7.4. The on-duty medical officer is responsible for all inmate medical matters. The Confinement Officer is responsible for custody and control matters.

8.7.4.1. The Confinement Officer provides the hospital commander a brief history of the inmate's conduct and custody grade.

8.7.4.2. In cases where inmates will be admitted into a civilian hospital, the Confinement Officer or NCO will coordinate with hospital staff on security requirements and procedures.

8.7.4.3. When an inmate is hospitalized, comply with the following procedures:

8.7.4.3.1. Two personnel, one armed SF person and one parent-unit military member, will constantly guard **maximum** custody inmates. Guards will not lie down, sleep, read books or write letters. However, they may listen to commercial radios and watch television (TV) (if available) if it does not disturb other patients, including the inmate.

8.7.4.3.2. Parent unit personnel will guard and constantly monitor minimum and medium custody inmates. Guards will not lie down, sleep, read books or write letters. However, they may

listen to commercial radios and watch TV (if available) if it does not disturb other patients, including the inmate.

8.7.4.3.3. Inmates will receive visitors only on Sundays and holidays during prescribed hospital visiting hours. Visitation rules outlined in paragraphs 8.8. thru 8.8.20. apply.

8.7.4.3.4. Inmates will not leave their room unless authorized and will be accompanied by escort(s) when they do.

8.7.4.4. The parent installation Confinement Officer will follow guidelines IAW AFI 31-205 when projecting inmates to go Temporary Duty (TDY) for hospitalization.

8.7.5. Medical Emergencies.

8.7.5.1. Contact the Confinement Officer or NCO during non-duty hours and follow provided instructions. They will provide all required records to hospital personnel.

8.7.5.2. If the inmate is transported prior to arrival of the Confinement NCO, the flight sergeant will ensure a SF member rides with the ambulance crew to provide escort duty.

8.8. Inmate Visitation/Telephone Use Procedures. Visitation is permitted on Sundays and holidays from 1430 until 1630 hours. Exceptions must be approved by the Confinement Officer or NCO. The following provisions apply:

8.8.1. Visitation during administrative segregation will only be permitted if inmates have satisfactorily completed their in-processing physical and the Confinement NCO has reviewed and approved the inmate's visitor list. Normally, inmates processed into the CF Monday through Thursday may receive visitors the first weekend. Those processed into the CF on Friday through Sunday will not be allowed visitors until the following weekend.

8.8.2. Visitation is not permitted during disciplinary segregation. Official visits must be coordinated through the Confinement Officer/NCO.

8.8.3. Personnel requesting to visit an inmate must contact the Confinement NCO no later than close of business each Thursday for visitation on the following Sunday. For holiday visitations, contact the Confinement NCO at least three days prior to a holiday to be added to the inmate visitor list.

8.8.3.1. The Confinement NCO can be reached at Defense Switch Network (DSN) 362-3137 or commercial at (701) 747-3137.

8.8.3.2. If there is no answer, caller's leave a message with their name and telephone number where they can be reached and the Confinement NCO will contact them to confirm visitation.

8.8.4. Visitors must provide a valid identification to the controller or visitation monitor. The name will be checked against the inmate's visitor list.

8.8.5. Only two visitors are authorized at any one time for a period of 20 minutes. When visitors leave the visitation room, their visit is terminated.

8.8.6. Visitors of the opposite gender must be at least 18 years old, unless accompanied by a legal guardian.

8.8.7. Visitor misconduct will result in termination of visit.

8.8.8. Visitors providing authorized items to inmates will bring them directly to the Confinement NCO during normal duty hours: these items **will not** be given to inmates or any other SF flight personnel.

8.8.9. Visitors may briefly embrace inmates at the beginning and end of each visit. Hand holding is allowed during visits. Kissing is not authorized.

8.8.10. Visitors will wear appropriate attire. Those who are wearing ragged or unkempt clothing or who are unclean, barefoot or shirtless will not be permitted to visit. T-shirts may be worn if they do not reflect obscene symbols or wordings.

8.8.11. Guardians or parents will control their children. Continuous misconduct will result in the visit being terminated. Children may bring two small toys or books, provided that they do not make excessive noise.

8.8.12. Food and drinks are not normally permitted in the visitation room, but will be considered on holidays. Contact Confinement NCO or Confinement Officer for guidance.

8.8.13. Tobacco products will not be used during the visit.

8.8.14. SF personnel will inspect the visitation room for contraband before and after each visitation period and search inmate(s) before and after visits. Complete searches out of the visitor(s) sight.

8.8.15. Unarmed SF personnel will constantly supervise visitations and will not be overbearing or obstructive.

8.8.16. Visitor's outer garments and hand-carried items will be left outside the visitation room and are not subject to search. Recommend visitors leave these types of items in their vehicles. If not possible (inclement weather, no vehicle, etc.), the controller will provide a room to store items during the visit.

8.8.17. Agencies or groups must arrange visits through the Confinement Officer or NCO during normal duty hours and will not be allowed visits without prior coordination.

8.8.18. Inmates may refuse visits unless they are made by commanders/designees or first sergeants.

8.8.19. Inmates can make one long distance, 20 minute, collect telephone call during visitation periods. They will give the controller the number and name of person being called and wait for the controller to place the call. Inmates will pick up the extension in the cell area when told to do so by the controller. Telephone calls will be monitored unless they are to a chaplain or lawyer.

8.8.20. Inmates will never be allowed personal or telephonic interviews with media representative(s).

8.9. Commander's Visits, Conferences and Privileged Communication Visits. Parent unit commanders or appointees (E-7 and above) are required to visit at least once every 30 days and may visit at any time, except during "lights out." Normally, inmates may visit with attorneys and chaplains at anytime and will be provided a private visiting room if possible. These visits are not monitored; however, SF personnel will standby at an adjacent location until the visit is terminated.

8.10. Inmate Administrative and Disciplinary Measures. While confined at Air Force confinement facilities, all inmates are subject to disciplinary action for violations of the Uniform Code of Military Justice (UCMJ), relevant federal laws and institutional rules, even after discharge from the service. This jurisdiction over an inmate continues even after departing an Air Force confinement facility (e.g., parole or excess leave), as long as the inmate remains under the administrative control of the Air Force confine-

ment program or the armed services. Misconduct is dealt with through trial by court-martial, charges brought before a Discipline and Adjustment Board (D&A Board) and other management or administrative actions. Actions taken as a result of a D&A Board do not preclude punishment under the UCMJ.

8.10.1. All violations will be investigated by the Confinement Officer or NCO. Corrective actions, reports and punishment will be completed IAW guidelines in AFI 31-205.

8.10.2. Personnel witnessing violations will immediately correct inmate misconduct and promptly brief the Confinement Officer or NCO.

8.11. Control of Inmate Mail. Inmates use normal mail to conduct non-emergency communications. Outgoing mail should have no markings or return address on the envelope, which indicate the inmate's confinement status, past or present. The Confinement Officer ensures inmates are aware of what articles they may receive through the mail and that inmates must notify all authorized correspondents of articles they can and cannot receive.

8.11.1. The confinement staff inspects incoming and outgoing mail to intercept contraband (e.g., monies, valuables, stamps, etc.), to detect criminal activities and to control mail which violates postal regulations, contains obscenities or communicates threats.

8.11.2. The confinement staff stores unauthorized items received in the mail with the inmate's personal property. They issue the inmate a receipt for such items.

8.11.3. Privileged communications are exempt from rejection or censorship. The Confinement NCO will inspect the communication in the presence of the inmate-only if there is a reasonable basis to believe the mail contains contraband or for authenticity. Personnel considered privileged are outlined within AFI 31-205, paragraph 6.3.2.1.

8.12. Suicide Watch Inmates. Confinement Officers determine when it is necessary to place inmates on suicide watch to prevent injury, maintain health or discipline standards. The Confinement Officer develops procedures to ensure the safety of suicidal inmates. The facility commander shall be notified of any unhealthy, unsafe or unsanitary condition for immediate corrective action. Confinement staff records the evaluations on a DD Form 509. Facility commanders or their designated representative shall conduct a daily visit to all inmates in suicide watch.

8.12.1. Suicide watch cells will not contain anything an inmate can use to self-inflict injury. Items to be considered for removal may include clothing, safety razors, removable or breakable hard plastics or metal objects (including bed parts) and glass. Suicide watch cells will have hard deck ceilings. **NOTE:** Items prohibited in the segregation cells are shoelaces, removable hard plastics or metal objects and glass.

8.12.2. Confinement staff members or SF flight personnel conduct frequent (not to exceed 15 minutes) randomly spaced cell checks. During **daylight hours only**, Closed Circuit Television (CCTV) coverage of suicide watch inmates is sufficient instead of 15-minute physical checks. Regardless of the manner used, confinement staff or controllers record the cell checks on a DD Form 509.

8.12.3. Inmate checks will be conducted by personnel of the same gender.

8.12.4. If same gender personnel are not available, the flight sergeant and one additional person will conduct the check. Ensure procedures outlined in paragraph **8.2.6.** are utilized.

8.12.5. Facility commanders or confinement staff will conduct a daily visit to all inmates in suicide watch.

8.13. Management of Human Immunodeficiency Virus (HIV) Positive Inmates. Confinement Officers ensure a comprehensive education and training program is available for staff and inmates.

8.13.1. Training. Include measures to protect against HIV transmission. Design the training to preclude rumors, correct misinformation, allay fears, and provide current factual information. Contact the Military Public Health office regularly to update information.

8.13.2. Staff training topics should include:

8.13.2.1. Apprehension and search.

8.13.2.2. Cardio-Pulmonary Resuscitation (CPR), first aid procedures and disposal of contaminated materials.

8.13.2.3. Evidence and property handling.

8.13.2.4. Transporting inmates.

8.13.2.5. Decontaminating cells and other spaces.

8.13.3. Upon in-processing, inmate training topics should include:

8.13.3.1. Risk factors.

8.13.3.2. Procedures for potentially contaminated material (razors, sewing needles, bloodied clothing, etc.).

8.13.3.3. First aid procedures.

8.13.4. Custody and Control of HIV Positive Inmates. An inmate's HIV positive status is not a consideration for transfer requirements unless deemed necessary by medical authorities.

8.13.4.1. Confinement Officers do not separate HIV positive inmates from the general inmate population based solely on HIV status. Confinement Officers also consider the following when planning for HIV positive inmates:

8.13.4.1.1. Medical authorities may require special handling of contaminated laundry and linen.

8.13.4.1.2. Toilet and shower facilities are no different from those used by other inmates.

8.13.4.1.3. Food service sanitation provisions are no different from those used by other inmates.

8.13.4.2. Confinement Officers ensure the gaining unit is aware of the HIV positive status of the inmate.

8.13.5. Assessment and Treatment of HIV Positive Inmates. Medical staff test all HIV negative inmates annually as scheduled by the Confinement NCO. The medical facility will determine post-exposure actions.

8.13.5.1. The confinement staff provides escorts for inmates sent for testing or follow-up care.

8.13.5.2. All incidents resulting in the possible transmission of an infectious disease (i.e., sexual contact, tattooing, intravenous drug use or body-fluid-to-body-fluid transfer) automatically require immediate HIV testing of participants unless all participants are HIV positive. If the confinement staff finds one or more participants to be HIV positive or knew them to be HIV positive before the incident, medical staff immediately test all HIV negative inmates involved in an incident.

8.13.5.3. HIV test results **are not** for public dissemination.

8.13.5.3.1. As a minimum, the medical facility shall notify the parent unit commander, 319th SFS/CC, and Confinement Officer or NCO of HIV positive test results. Only inform confinement staff members designated by the Confinement Officer as having a need to know which inmates are HIV positive.

8.13.5.3.2. Confinement staff does not annotate HIV status in the CTF or other records unless the Confinement Officer, as advised by legal and medical authorities, directs the entry.

8.13.5.3.3. Disclosure of an HIV status for official purposes should only be discussed with confinement, medical and dental personnel. Any voluntary statements made to that effect by an inmate are documented in their military records.

8.13.5.3.4. The Confinement Officer may direct HIV testing of any inmate at any time considered necessary, provided he/she is able to document the purpose of the testing and the necessity as a legitimate penalogical interest.

8.13.6. Infection Control Methods. There are two aspects to this process: personal protections and decontamination processes.

8.13.6.1. Personal Protection. Treat all inmates as though they may be infected. It is mandatory to use these basic precautions every time anyone anticipates having contact with blood, all body fluids, secretions and excretions.

8.13.6.1.1. Always use protective equipment when handling any of the above mentioned substances, i.e. gloves, face shields, biohazard approved containers, etc.

8.13.6.1.2. Wash hands after any potential contact with body fluids or contaminated substances, even if protective equipment is worn.

8.13.6.1.3. Handle all sharp objects with caution. Use tongs, pliers, brooms and pans to handle sharp objects.

8.13.6.2. Decontamination Procedures. This process protects everyone from possible exposure and is the confinement staff's, escort's and the inmate's responsibility.

8.13.6.2.1. Clean all equipment and surfaces as soon as possible after contact with potentially infectious materials. Use a solution of 5.25% sodium hypochlorite (household bleach) diluted at 1 to 10 parts water for disinfection.

8.13.6.2.2. Always use biohazard bags or containers for transporting contaminated materials to disposal location. **NOTE:** Transport all biohazard materials to the 319th MDG Clinic for proper disposal.

8.13.7. When an accident happens **do not** panic. Immediately wash exposed skin with soap and water. Flush exposed mucous membranes with water. Then immediately report the incident to a supervisor.

8.14. Public Affairs. Access by the public to AFCS facilities should be limited to authorized tours and visits. Care should be taken to avoid criticism, grounds of defamation, embarrassment and mental anguish to inmates confined within the facility resulting from visit and tour policies.

8.14.1. Videotaping and photographing of inmates will not be permitted except in support of medical documentation, for official identification purposes (i.e., criminal activities) or IAW AFI 35-101, *Public Affairs Policies and Procedures*. If videotaping or photography of inmates is authorized, each inmate must sign a consent statement.

8.14.2. Photographing AFCS facilities is not permitted unless authorized by the confinement Officer or as an exception to policy when the stated purpose justifies such action. When photography is authorized, it will not include:

8.14.2.1. Areas where detaining fences, restraining walls, bars, locks and other restraining devices are located.

8.14.2.2. Scenes including inmates who are identifiable.

8.14.2.3. Scenes depicting inmates under custodial control.

8.14.2.4. Use of restraining devices.

8.14.3. All requests for media interviews (face-to-face, on camera or telephonic) with military inmates should be coordinated with Public Affairs and SF personnel. Media interviews must be conducted without compromising security procedures established by the confinement facility. Authorized written communication is subject to the provisions of AFI 31-205, paragraph 6.3.2.

8.14.4. Written material prepared by inmates for publication must be submitted to the Confinement Officer or delegated representative for review prior to release. Additionally, such material is subject to national security and policy review by Public Affairs under the provisions of AFI 35-101.

8.14.5. When possible, the confinement staff should videotape all actions involving use of force within the corrections environment. The tape could protect both the staff and the inmates should the need arise.

8.15. Prisoner's Requests. DD Form 510 will include specific details of the nature of the request, problem, complaint or other reason for the interview.

8.15.1. Inmates wishing to complain about facility operations or procedures will use the complaint system of the facility housing them.

8.15.2. Specific details are not required when the request for interview is to see a privileged correspondent. Inmates may submit Inspector General (IG) complaints by using the installation's IG Hot-line complaint system.

8.15.3. Inmates wishing to make any other Air Force-specific complaints will go through their parent unit/installation complaint channels.

Chapter 9

EMERGENCY OPERATIONS

9.1. General. An emergency affecting the confinement facility could occur at any time. Emergency situations range from inmate escapes to natural disasters. Confinement staff and parent units must be aware of procedures during these types of incidents.

9.2. Escape of Inmate or Detainee. For the purposes of apprehension and return to military control, an escapee is any inmate who is absent from custody or confinement (including violations of trustee agreements), who fails to return from temporary parole or who has been released on parole and fails to return after proper authority has suspended or revoked the parole, except those suspended without prejudice.

9.2.1. The confinement staff immediately prepares DD Form 553, **Deserter/Absentee Wanted by the Armed Forces**, if an inmate escapes, fails to return or when an inmate's parole has been suspended. Confinement staff will complete required actions IAW AFI 31-205.

9.2.2. If an inmate escapes while outside the facility the escort will immediately contact the SFCC by calling 747-5351 or 911.

9.2.3. The SFCC will implement appropriate checklist and immediately contact the Confinement Officer or NCO.

9.3. Fire Prevention and Personnel Protection Plan. Should a fire occur in the confinement facility comply with the following procedures:

9.3.1. Sound the alarm and notify the fire department.

9.3.2. Evacuate inmates to the parking lot of Building 105/AAFES Exchange or Building 515 during inclement weather. Once evacuated, conduct a roll call and maintain constant surveillance.

9.3.3. Once the fire is extinguished, request a cause from fire department personnel. If possible, allow inmates to return to their cell area. If inmates cannot return due to damage, follow the instructions of the Confinement NCO.

9.3.4. The SF flight sergeant will ensure all blotter entries, incident reports and notifications are completed.

9.4. Riots and Disorders Procedures. Should a riot occur in the CF comply with the following procedures:

9.4.1. Secure the area and separate peaceful inmates from rioting inmates. Segregate leaders if possible.

9.4.2. Make all checklist notifications and if the situation permits, attempt to reason with the inmates.

9.4.3. Dispatch an appropriate number of patrols to quell the disturbance and obtain riot control gear if deemed necessary.

9.4.4. If directed by the 319th Support Group Commander (SPTG/CC), employ riot control agents.

9.4.5. Arrange for the installation commander or 319th ARW/CC to converse with inmates (if requested) to determine the future status of the inmates.

9.4.6. When the situation is terminated, conduct an investigation to determine the cause of the riot. Request an ambulance for injured inmates or SF personnel, if needed. Conduct a search of the cell for contraband or weapons and conduct an inmate headcount.

9.4.7. The SF flight sergeant will ensure all blotter entries, incident reports and notifications are completed.

9.5. Emergency Power Failure Plan. Comply with the following in the event of a power loss:

9.5.1. Utilize emergency battery lights and flashlights until power is restored.

9.5.2. Account for all inmates.

9.5.3. Initiate a work order through the Civil Engineering Service Desk (CESD). For extended power failures, request Civil Engineering (CE) provide temporary lighting.

9.5.4. The SF flight sergeant will ensure all blotter entries, incident reports and notifications are completed.

9.6. Hostage Situations. Should a hostage situation occur in the confinement facility, comply with the following procedures:

9.6.1. Remove uninvolved inmates and staff from the affected area and dispatch patrols to establish an inner perimeter of the effected area. Instruct responding patrols to keep a low profile to keep the situation from escalating.

9.6.2. Control and evacuate the inner perimeter to prevent the suspect from escaping and base personnel from entering the area.

9.6.3. Brief the Confinement Officer and NCO and turn uninvolved inmates over to the Confinement NCO or appointee as soon as possible.

9.6.4. Establish and evacuate an outer perimeter cordon out of the weapons range based on the type of weapon the hostage taker possesses,

9.6.5. The flight sergeant establishes an on-scene command post and remains in control until the arrival of the 319th SFS/CC who will provide additional instructions.

9.6.6. Recall the Hostage Negotiation Team. Determine location for Hostage Negotiation staging.

9.6.7. Once the situation is terminated, the SF flight sergeant will ensure all blotter entries, incident reports and notifications are completed.

9.7. Bomb Threats. An on-duty flight member or confinement staff will:

9.7.1. Sound the alarm and evacuate inmates to Building 515.

9.7.2. Account for all inmates

9.7.3. Brief the Confinement Officer and NCO and turn inmates over to the Confinement NCO or appointee if the incident cannot be quickly resolved.

9.7.4. Dispatch appropriate patrols and comply with bomb threat management procedures IAW SFCC Checklists.

9.8. Natural Disasters. Evacuate inmates to the Base Fitness Center if the disaster affects the CF.

9.8.1. Account for all inmates.

9.8.2. Brief the Confinement Officer and NCO and comply with provided instructions.

Chapter 10

USE OF FORCE PROCEDURES

10.1. General. Confinement staff members always use the minimum force necessary. In addition to the requirements stated in AFI 31-207, *Arming and Use of Force by Air Force Personnel*, other requirements apply to confinement staff using force in confinement facilities.

10.1.1. Do not use weapons when escorting or supervising medium or minimum custody inmates, unless the supervisor's routine duties require a weapon; e.g., SFCC Controller or a SF patrol.

10.1.2. Never carry a weapon (firearm, club and/or baton) or Ortho-Chlorobenzylidene Malonitrile (CS) gas or Oleoresin Capsicum (OC) pepper spray into the CF except in emergency situations as directed by the 319th SFS/CC.

10.1.3. The 319th SFS/CC authorizes the use of MWDs to augment other inmate control procedures.

10.1.3.1. Consider other methods of inmate control (i.e., CS gas or OC pepper spray) and MWD safety prior to authorizing the use of an MWD.

10.1.3.2. When using MWD(s) for inmate control ensure the dog remains under total control of the handler.

10.1.3.3. This does not prevent using MWDs for contraband control or as part of a team for a show of force during disorders.

10.1.4. Use decisive action to quell riots or disturbances. Chemical irritants or high-pressure water may be used in extreme situations, but only under the order of the 319th SFS/CC or higher authority. Ensure only trained persons administer CS gas and an adequate supply of CS gas and gas masks are available.

10.2. Minimum Force. Examples of minimum force are:

10.2.1. Unarmed Restraint Techniques. Unarmed restraint techniques are effective for self-defense, prevent escape, prevent an injury to persons, damage to property or to quell a disturbance. To control or move an unruly inmate, get help from confinement or other SF personnel to preclude the need to strike or inflict bodily injury on the inmate.

10.2.2. Equipment and additional personnel. A show of force consists of demonstrating to inmates engaged in a riot or general disorder that equipment and personnel are available for use to quell such disorders.

10.2.2.1. This force consists of sufficient personnel and equipment to apply the measures of force required by the situation.

10.2.2.2. If the disturbance has not reached the state of overt violence and lives and the security of the facility are not in danger, the 319th SFS/CC or designee should consider making an attempt to reason with leaders of the riot or disturbance prior to further application of force.

10.2.2.3. Steps to quell the disturbance may include:

10.2.2.3.1. Informing leaders of the disturbance that forces, equipment and facilities are available to re-establish control and continuing the riot or disorder would be futile. **NOTE:** This action is not the same as bargaining or making concessions.

10.2.2.3.2. Issuing an order to personnel engaged in the disturbance to end their actions (this is more effective if the force is present).

10.2.2.3.3. Immediately applying stronger measures of force to contain the situation when all attempts to reason have failed.

10.2.3. Employing riot control formations. The 319th SFS/CC may direct using riot control teams and tactics when deemed necessary. In order to restore a disorder to normal and peaceful operations, SF personnel must be proficient in these tactics and formations.

10.2.4. Firearms. 319th SFS/CC may approve using firearms only when all other means of restoring order have failed. **ONLY THE GRAVEST AND MOST UNUSUAL SITUATION REQUIRES THE USE OF FIREARMS.** The following rules apply for the safety of staff members and inmates:

10.2.4.1. Armed escorts of maximum custody inmates should have a weapon most suited to the existing conditions. In selecting the type of weapon, consider the attitude and conduct of inmates, training of the supervisors, population density of the area, proximity of explosives or flammable materials, numbers of supervisors available and any other local pertinent factors.

10.2.4.2. Hospitalized maximum custody inmates should be in a secure ward when available. When secure wards are not available, guards may carry handguns when the situation warrants.

10.2.4.3. The use of a firearm must be in compliance with AFI 31-207, *Arming and Use of Force by Air Force Personnel*.

Chapter 11

INMATE WORK DETAIL PROCEDURES

11.1. Work Programs. Confinement Officers set up local inmate work programs that are consistent with custody level and civilian employment potential. Inmates should perform duties or services, which contribute to Air Force mission, as well as the inmate's rehabilitation.

11.1.1. Post-trial inmates will be assigned to tasks duty airmen may perform. When assigning work to inmates the confinement staff will consider the following:

11.1.1.1. Pre-trial detainees must not be assigned work as disciplinary action. They will perform house-cleaning tasks with post-trial inmates in their cell, bay or dormitory. They may volunteer, in writing, for work assignments commensurate with their grade.

11.1.1.2. Assign officer inmates to clean their assigned living quarters area, not including common areas. Officer inmates may request, in writing, other work assignments. The installation 319th SFS/CC approves requests.

11.1.1.3. SFCC controller will ensure personnel escorting inmates for details complete a DD Form 2712, **Inmate Work and Training Evaluation**, at termination of the detail.

11.2. Duty Hours Details. During normal duty hours, inmates should work in a work outlet commensurate with their custody grade. Assignments should focus on obtaining and learning a skill the inmate may use upon discharge from the Air Force. **NOTE:** This does not preclude periodically assigning inmates to details such as base litter patrol.

11.2.1. Inmates with special skills (for example, mechanic, electrician, and carpenter) should receive work assignments to put their skill to productive use. Prohibit the following types of inmate employment:

11.2.1.1. Operating a vehicle.

11.2.1.2. Handling classified material, medical or mental health records, personal or official mail, personal property, funds or sensitive files.

11.2.1.3. Working with hazardous materials, such as access to drugs, narcotics, intoxicants, fire-arms or munitions.

11.2.1.4. Providing personal services or working in an authoritative capacity over another individual.

11.2.1.5. Labor inherently more hazardous than required of active duty personnel, which violates civilian labor contracts, or under the supervision of a non-DOD foreign national.

11.2.1.6. Food service, unless in a correction dining facility.

11.2.1.7. Labor that permits close association with the opposite gender, unless closely supervised.

11.2.1.8. Labor bringing financial gain to inmates or the confinement staff, may bring criticism to the United States military, or violate Air Force standards of conduct.

11.2.1.9. Performing work details outside the facility on Sundays and federal holidays, unless the inmate(s) volunteer(s) in writing. Non-Christian inmates, who sincerely practice their religion,

and non-religious individuals, will share in the Sunday and federal holiday exception, or will be reasonably accommodated when practical.

11.3. Non Duty Hours Details. Inmates will only conduct essential CF maintenance tasks on Sundays and holidays and must volunteer in writing to perform other details.

11.3.1. Inmates are normally employed during their assigned duty hours or at the direction of the Confinement NCO or Officer.

11.3.2. Inmates may volunteer in writing to complete details after duty hours. Inmate(s) will complete the Inmate Voluntary Work Statement prior to starting after duty hours details.

Chapter 12

SUICIDE PREVENTION

12.1. Training. Confinement staff will receive training on suicide prevention. This training will include, identification/screening, communication, intervention, reporting, follow-up and review.

12.1.1. Confinement staff become first-line supervisors of inmates. They normally have daily contact with inmates and are in a position to readily identify inmates that exhibit suicidal intentions.

12.1.2. Escorts are normally from an inmate's parent unit and should know how to detect suicidal behavior and provide intervention.

12.2. Identification/Screening. Incarcerated persons are at higher suicide risk than the general population. Inmate suicide rates can be as much as 10 times higher than the general population. The periods immediately following an arrest or after a transfer from one institution to another appear to be most dangerous.

12.2.1. The confinement staff conducts an interview with inmates during in-processing to help with identifying inmates who may be contemplating suicide.

12.2.1.1. In order to properly evaluate suicidal potential of the inmate, confinement staff needs to create a cooperative atmosphere during the initial interview.

12.2.1.2. Confinement staff should not avoid asking direct questions about suicide. If the inmate appears uncomfortable talking about the subject, staff should contact Mental Health Providers (MHPs) for assistance.

12.2.1.3. MHPs conduct an initial interview and records review for all inprocessed inmates within 24 hours of confinement. MHPs will brief confinement staff on any issues that may affect the inmates' confinement status. Additionally, confinement staff will brief MHPs on any issues that come to light during inprocessing.

12.3. Communication. Most people communicate warning signs of how they are reacting to or feeling about events that are drawing them to suicide. These warning signs or invitations are the person's way of asking for help.

12.3.1. Warning signs can come in the form of direct statements, physical signs, emotional reactions or behavioral cues.

12.3.2. Confinement staff should always be on the look out for these signs.

12.4. Intervention. Confinement staff and escorts are responsible for the welfare of inmates. Be ready to offer on-the-spot help to inmates possibly thinking of suicide.

12.4.1. The first objective is to prevent the occurrence of self-injury or death. Intervene until the immediate danger or threat of suicide has passed or until additional assistance and resources can be accessed. During these crisis situations use the following steps to defuse the situation:

12.4.1.1. Engage in conversation with the inmate. Try to explore the inmates' situation from their point of view by encouraging the open expression of their concerns.

12.4.1.2. Seek professional assistance immediately. Contact medical, mental health, and law enforcement to assist.

12.4.1.3. Be prepared to use physical restraint to prevent an inmate from harming themselves or others. **NOTE:** Never use lethal weapons to intimidate an inmate into compliance during a suicide situation. The inmate may try to use “suicide by cop” techniques.

12.4.1.4. Inmates identified as a suicide risk will be housed IAW **Chapter 8** of this instruction.

12.5. Reporting. Immediately notify the confinement staff any time there is a suicide threat, attempt, incident or a concern that an inmate may be considering suicide.

12.5.1. The confinement staff will provide guidance and action to take to escorts or SF Flight personnel.

12.5.2. The Confinement Officer or NCO will ensure all required notifications and reports are completed IAW applicable instructions and checklists.

12.6. Follow-Up and Review. Confinement staff must continue to monitor inmates that pose a suicide risk even after the initial crisis is over.

12.6.1. Confinement staff needs to work hand-in-hand with MHPs to continue to ensure the safety and security of inmates and the facility

12.6.2. After any incident, a review of actions taken, procedures and documentation should be conducted to identify any discrepancy and have them corrected.

MARSHALL K. SABOL, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Public Law 97-291, *The Victim and Witness Protection Act of 1982*

Public Law 101-647, *The Crime Control Act of 1990*

Joint Federal Travel Regulation, Volume 1

DODD 1325.4, *Confinement of Military Prisoners and Administrative of Military Correction Programs and Facilities*

DODI 1030.1, *Victim and Witness Assistance* DODI 1030.2, *Victim and Witness Assistance Procedures*

DODI 1325.7, *Administrative of Military Correctional Facilities and Clemency and Parole Authority*

AFPD 31-2, *Law Enforcement*

AFI 31-205, *The Air Force Corrections System*

AFI 31-207, *Arming and Use of Force by Air Force Personnel*

AFI 35-101, *Public Affairs Policies and Procedures*

AFI 51-201, *Administration of Military Justice*

SFP 31-225, *Security Forces Confinement Rule Book (squadron operating instruction)*